

ATTACHMENT G

LANDFILL ASSESSMENT GUIDANCE

Assessment Procedures

The objective of the landfill assessments is to ensure first that no unauthorized waste is entering the landfill and the landfill is properly handling the unauthorized waste removed from the landfill, and secondly the landfill is operating according to their permit or Interim Operational Plan.

Below is a series of bullets to help inspectors conduct their assessments.

- Enter site, check-in at the office. If office is closed, see the site manager to log on-site.
- Ask to be introduced to other regulatory oversight personnel (i.e., FEMA, EPA, etc...) that are on site, if applicable.
- Duties to perform during the assessment
 - Monitor what is entering the facility. (see List of Unauthorized Wastes)
 - Review operations logs (waste received, removal of unauthorized waste manifests, "cover" logs). The list of records is found in Section C of the checklist.
 - Periodically, post yourself at the observation tower at the entrance and watch the staff perform their load inspection functions and what is visible in each truckload. Document if unauthorized waste is observed and landfills reaction to waste. Also, document if loads are rejected and "why" they were rejected. If loads are rejected, document information about the contractor, truck number, etc. This information will help determine if a pattern of sending unauthorized waste for a particular contractor is forming.
 - Monitor material that is being dumped on the landfill and make observations concerning unauthorized waste.
 - Walk near the dumping area to inspect what is lying on the ground (see safety concerns at end of document regarding traffic).
 - Complete a 214 daily.
- Report any unauthorized waste to your escort or site supervisor so that it may be removed for proper disposal.
 - If unauthorized waste is not removed from the landfill promptly, report it to the site manager.
 - Document concerns noted and any action taken by the staff on the Field Interview Form (FIF) and on the 214.
 - Take photographs as needed to document any areas of concern noted.
 - Report any uncorrected concerns to Team Leader.
- Report fires and other concerns requiring immediate action to the SPOC at (225) 219-3640 and Team Leader.
- At the end of the day if areas of concerns are noted, have the site manager sign/initial the FIF, leave him the first yellow copy of the signed form, and retain the other copies for the files.